ACKNOWLEDGEMENT FOR SSS SICKNESS BENEFIT

<DATE>

To : The Management (Optum Global Solutions Philippines), Inc.

I hereby acknowledge that the procedure and requirements of Optum Global Solutions (Philippines), Inc. for the processing of my **SSS Sickness Benefit** has been explained to me and I fully understand the same.

I further acknowledge that it is my responsibility to accomplish and submit timely the following requirements in order for the Company to process my Sickness Benefits:

PHASE 1: Notification Stage (Employee should notify the Employer within 5 calendar days after the start of sickness or injury by creating a case via Employee Center)
- Scanned copy of Accomplished Sickness Notification Form
- Scanned copy of Supporting Medical Documents (Specific documents identified in Sparq)
- Photocopy of SSS ID or 2 valid ID's with 3 specimen signature

PHASE 2: SSS Benefit Computation Stage
- Copy of posted contribution in SSS Website
- Proof of filing of Sickness Leave and Leave Without Pay (LWOP), whichever is applicable, in Absence Management System (AMS)

PHASE 3: Acknowledgement Stage (To be submitted to Payroll/Ops within 48 Hours from the pay-out date)
- Scanned copy of Signed/Acknowledged benefit computation sheet
- Any additional document that may be required by SSS

I recognize the right of and authorize Optum Global Solutions (Philippines), Inc. to recover from my salary the amount of benefit which I received as company advances or as overpayment caused by my Non-Filing of Sick Leave or Leave Without Pay in AMS. I further declare that I have read and signed this document willingly and voluntarily, without coercion or compulsion from anyone, and with full knowledge and understanding of my rights under the law.

_____   _____
  Signature over Printed Name   **Date**